

LIBRARIAN

DISTINGUISHING FEATURES

The fundamental reason the librarian exists is to perform professional library work in one or more specialized fields (adult services, youth, technical services) using current technology as well as traditional resources to assist in better delivery of Library services in the Community Services Department. This is a non-supervisory position. Work is performed under general supervision by a Coordinator or Senior Coordinator level.

ESSENTIAL FUNCTIONS

Provide general reference service and reader's advisory service to Library customers using current technology as well as traditional resources to meet informational and recreational needs of library customers

Assist customers in the use of electronic resources. Interpret library policies and procedures for library customers

Promote use of library resources through instructional tours, special activities or programs, and community contacts.

Compile printed or electronic bibliographies on specific topics.

Select and weed materials in assigned subject areas of collection and monitor budgeted funds for selection areas.

Listen, communicate and interact positively with co-workers to enhance effectiveness of work unit and internal customer and to promote productivity of work team.

Provide lead supervision of paraprofessional, clerical or volunteer staff members as requested in absence of work unit supervisor.

Catalog library materials according to established professional standards and local practices utilizing current computerized technology.

Maintain accuracy of on-line public access catalog through verification of catalog records and revision of catalog records as needed.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Professional library theories, issues, principles, practices and trends

Books, authors, periodicals, references, cataloging principles, and electronic resources

Searching and information retrieval techniques and methods

In Technical Services assignment: cataloging procedures, principles and methods.

Ability to:

Analyze library service problems and participate in actively solving them to quality in everyday work.

Assume ownership in completion of assigned tasks.

Maintain current awareness of professional issues and developments
Reach, bend, stoop, lift and move arms above shoulder level; lift and carry library materials.
Operate a personal computer; utilize various computer programs including on-line catalog services.
Concentrate on and complete tasks in the presence of distractions.
Communicate effectively orally and in writing.
File and retrieve materials using an alpha or numeric system.
Learn and apply new technologies;
Assist in training and supervision of non-professional and paraprofessional staff.
Establish and maintain effective working relationships with co-workers, supervisors, and the general public
Maintain regular consistent attendance and punctuality.
In Technical Services assignment, ability to perform original on-line cataloging

Education & Experience

Bachelor's degree in Liberal Arts or related area and six months professional level library experience, preferably in selected field.

A Master's degree in Library Science is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified